

EMCBC OFFICE SAFETY INSPECTION CHECKLIST

Location:

Date:

HAZARD		YES	NO
Indoor Air Quality			
A-1	Are HVAC sensors free and clear of heat-producing devices?		
A-2	Are window convector/induction units free of furniture, paper or other obstructions?		
A-3	Are air diffusers clear and free of obstructions or employee modifications?		
Electrical Safety			
E-1	Are all appliances and equipment plugged directly into receptacles? (e.g., refrigerators, microwave ovens, coffee pots, network printers, etc.)		
E-2	Are power strips or surge protectors used only to connect low amperage office appliances and equipment such as desktop printer, computers, fax machines, phones, desk lamps, radios etc.?		
E-3	Are power strips or surge protectors plugged directly into wall outlets? (NOTE: Power strips plugged in series or into one another is prohibited.)		
E-4	Are flexible cords properly installed such that they are not run across aisles or passageways, under floor mats, through walls, or subject to be pinched by doors or furniture?		
E-5	Are flexible cords and cables free from frays, splices or taps, exposed wires, or deteriorated insulation?		
E-6	Is adequate number of outlets provided to avoid the use of multiple-plug adapters? (NOTE: Multiple-plug adapters are prohibited.)		
E-7	Are flexible cords and cables used appropriately and rated for the load? (NOTE: Multiple-plug adapters are prohibited.)		
E-8	Are Junction boxes, receptacles, and switches properly secured and provided with tight-fitting covers or plates; therefore, not exposing wires or conductors?		
E-9	Are plugs on equipment in good working condition with no bent or missing contacts or exposed wiring?		
Fire Protection & Life Safety			
F-1	Are all exit doors and passage ways free of obstructions?		
F-2	Are exits marked with an exit signs and illuminated by a light source?		
F-3	Is the direction to exits, when not immediately apparent, marked with visible signs?		
F-4	Do exit doors open easily and immediately with a light source?		
F-5	Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT, "STOREROOM," etc.?		
F-6	Are sprinkler heads kept clear of stored material? (NOTE: 18-inch minimum clearance required between sprinklers and the top of storage.)		
F-7	Are fire extinguishers mounted in readily accessible locations?		
F-8	Do fire extinguishers have a current service tag that shows they are serviced and maintained annually?		
F-9	Is emergency lighting in stairways, hallways and other work areas in operable condition?		
F-10	Are fire alarm pull boxes visible and unobstructed?		
F-11	Are office areas free of open flames and other sources of ignition, such as candles and incense burners?		
F-12	Have all employees been trained in the building Occupant Emergency Plan?		
F-13	Are Occupant Emergency Plan team members identified?		
F-14	Are primary and secondary means of egress identified?		
F-15	Is an assembly area identified?		
F-16	Is there a means to account for personnel?		
Hazardous Substance			
H-1	Are offices free of chemicals other than general office supplies?		
Medical Services and First Aid			
M-1	Are first aid supplies easily accessible?		
M-2	Are personnel aware of the procedures for obtaining medical services and first aid?		

HAZARD		YES	NO
Ergonomics			
R-1	Is office equipment/seating adjustable?		
R-2	Have employees been trained in office ergonomics?		
R-3	Have assessments been done on employee workstations?		
Sanitation			
S-1	Are restrooms clean and in sanitary condition?		
S-2	Is food waste properly disposed?		
S-3	Are areas where food is consumed clean?		
S-4	Are food and drinks stored, prepared and consumed away from chemicals and cleaning products?		
S-5	Are water coolers clean and sanitized?		
Working Surfaces			
W-1	Are floors, aisles, and passageways clean and dry?		
W-2	Are carpets tight, so that there are no tripping or slipping hazards?		
W-3	Are office areas uncluttered, without excessive accumulation of paper or other combustible material?		
W-4	Is there at least 18 inches of open space (room) provided in office areas between desks and other furniture, and adjacent to doors to facilitate exit into hallways?		
W-5	Are there holes in the floor or other walking surfaces?		
W-6	Are changes of direction or elevations readily identifiable?		
W-7	Are passageways and workspaces free from protruding objects?		
W-8	Are all work areas illuminated?		
W-9	Are all materials stored such that they are easily retrieved without climbing on equipment or surfaces?		
W-10	Are items such as bookcases, shelving units, pictures, and bulletin boards secured and stable?		

[illegible]

Legend: NA – not applicable; NE – not evaluated; C – comment

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